

JOB OPPORTUNITY

STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Associate Development Specialist (FT/P)
Salary Range: \$3,764 - 4,576

DATE: May 30, 2000

LOCATION: Division of Economic Development/Office of Permit Assistance

FILING DEADLINE: June 16, 2000 or until filled

JOB DUTIES: Under the supervision of the Senior Development Supervisor, the incumbent will assist business, development entities, and communities by solving problems, answering questions, and conducting research on environmental permit processes and procedures.

- Responds to inquiries from business and development entities and from community representatives interested in permit and land use issues. Serve as the Office of Permit Assistance Liaison for the Sacramento Regional Office of the California Trade and Commerce Agency.
- Track changes to federal, State, and local laws and regulations relating to environmental review and the permitting process.
- Assist in developing, implementing, and maintaining an OPA marketing program consisting of a website, brochures, a newsletter, and informational workshops and meetings.
- Assisting in updating and maintaining a current California Permit Handbook.

DESIRED QUALIFICATIONS:

- Familiarity with land use and environmental permitting issues affecting the business community.
- Knowledge of federal and State environmental and land use laws and regulations, and familiarity with federal, State, and local permitting agencies.
- Ability to communicate effectively, reason logically, and write clearly.
- Work well in a team oriented environment.
- Experience with PC applications, in particular Microsoft Word and Excel programs.

May require up to 10% travel.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Frank Ramirez

Phone: (916) 322-4093

PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency
Division of Economic Development
Office of Permit Assistance
801 K Street, Suite 1700
Sacramento, CA 95814
Attention: Frank Ramirez
RPA #00-151